# User Guide

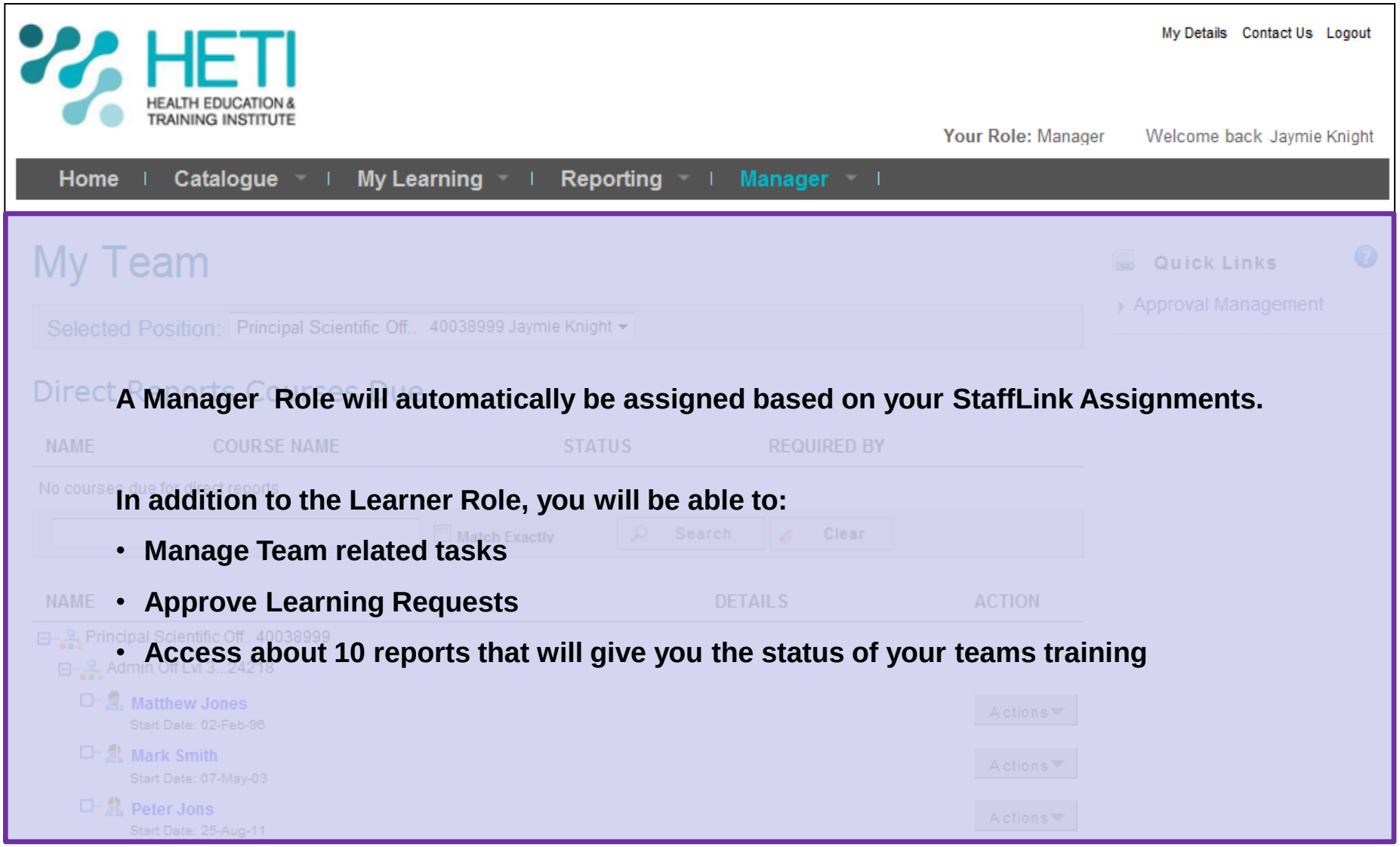
## HETI Online - Manager

Last updated :
04 March 2014 by CITP LMS

NSW GOVERNMENT | HealthShare Corporate Programs

# HETI Online – Manager Interface

Manager Tasks




**A Manager Role will automatically be assigned based on your StaffLink Assignments.**

**In addition to the Learner Role, you will be able to:**

- **Manage Team related tasks**
- **Approve Learning Requests**
- **Access about 10 reports that will give you the status of your teams training**

# HETI Online – Learner Interface

**Purpose:**

This document describes and introduces the Manager Interface of HETI Online.

**Product:**

HETI Online is the new State-Wide learning management system delivering various forms of learning at a State and Local Health District level.

**Audience:**

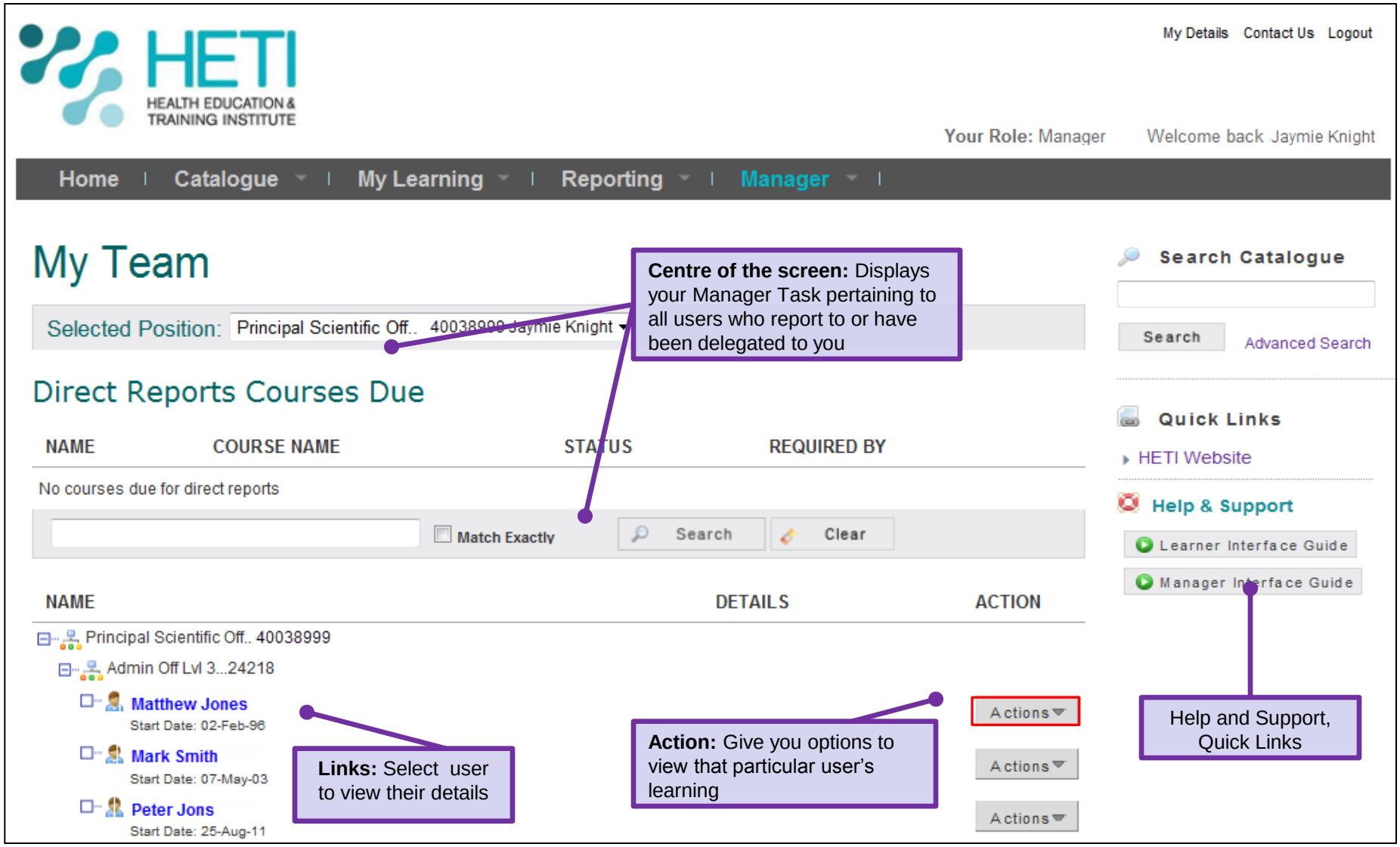
All NSW Health Managers.

**Security:**

Each user must log into HETI Online using their StaffLInk ID and Password.

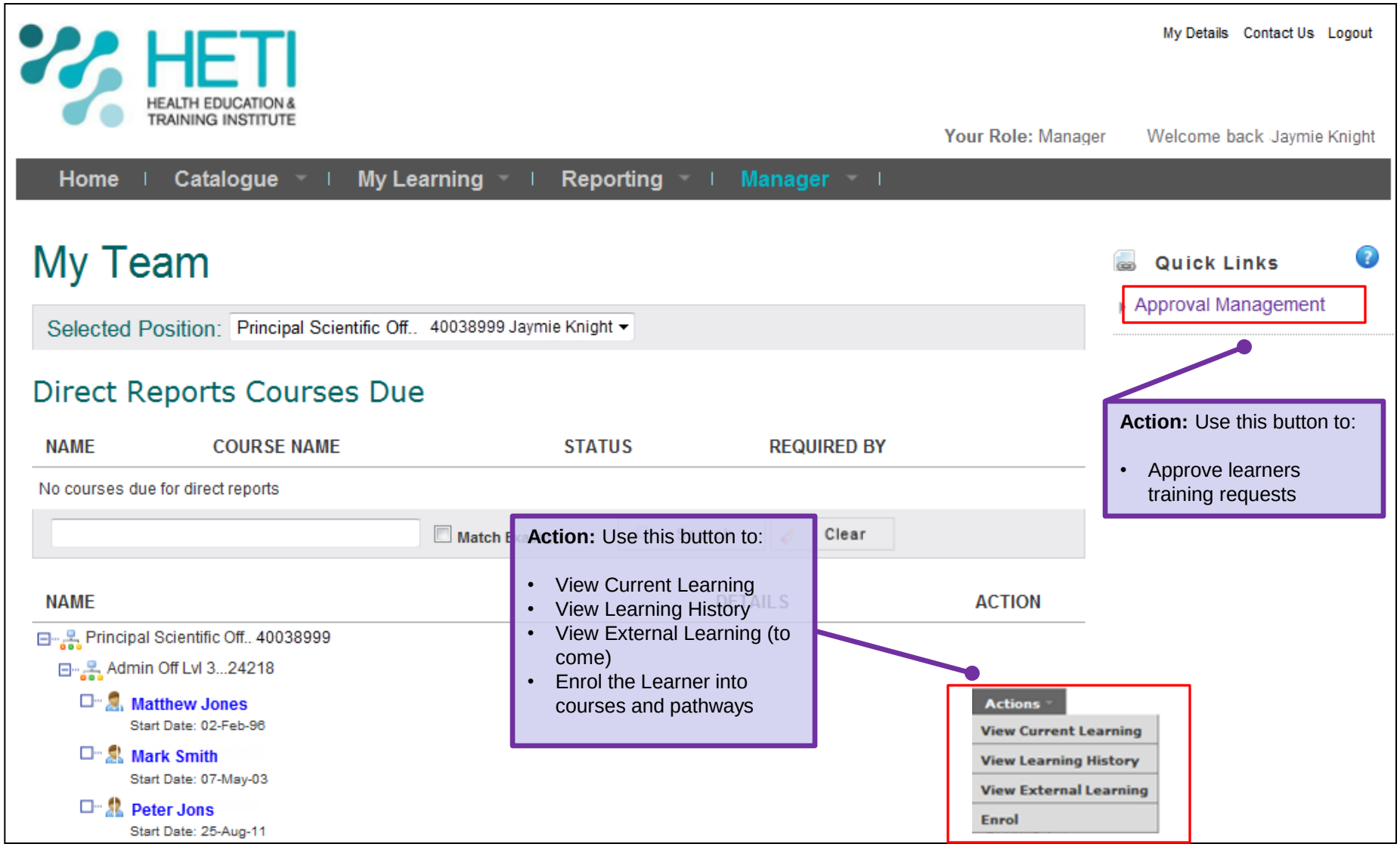
# HETI Online – Manager Interface

## Manager Tasks



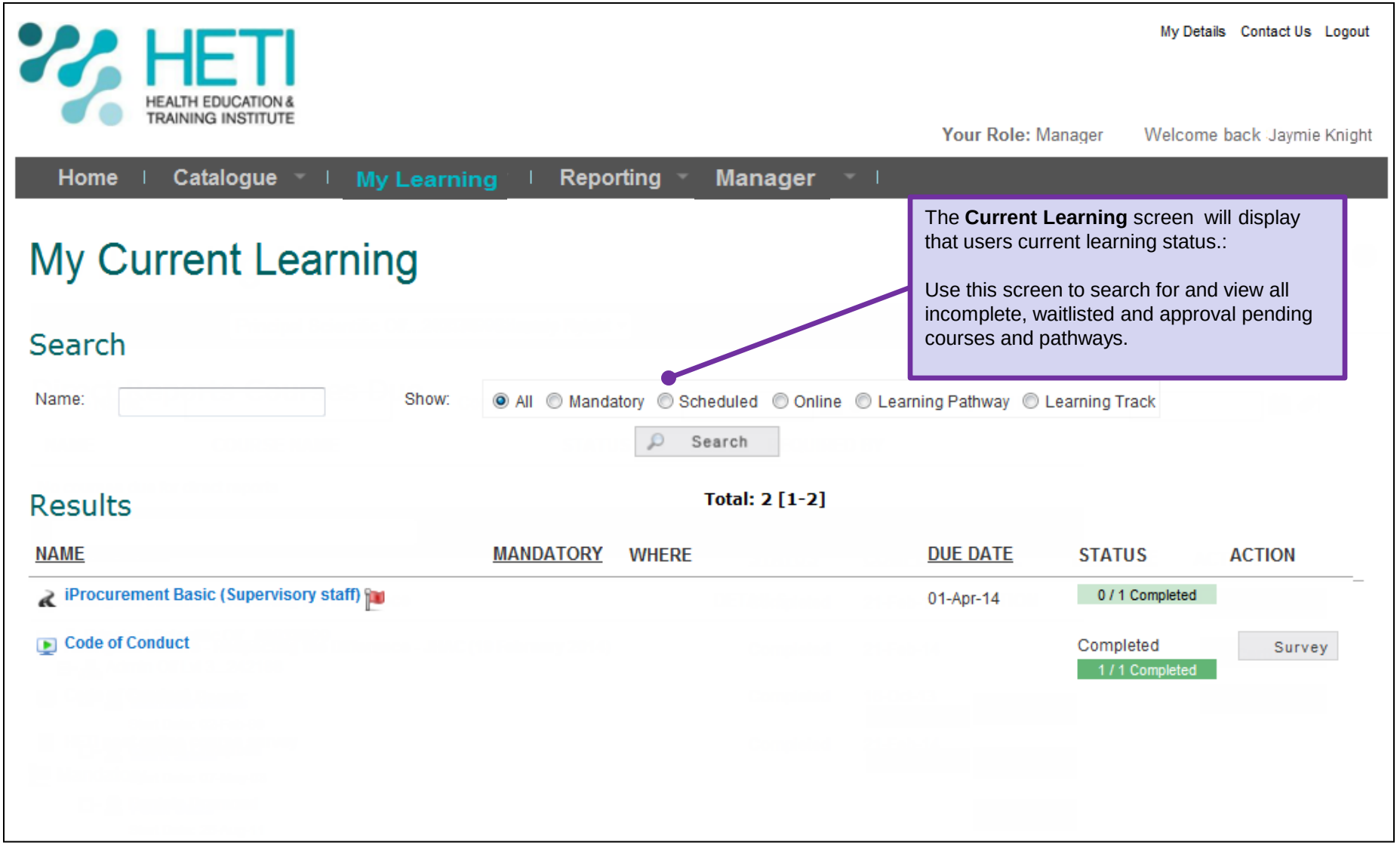
# HETI Online – Manager Interface

## Manager Tasks – My Team View



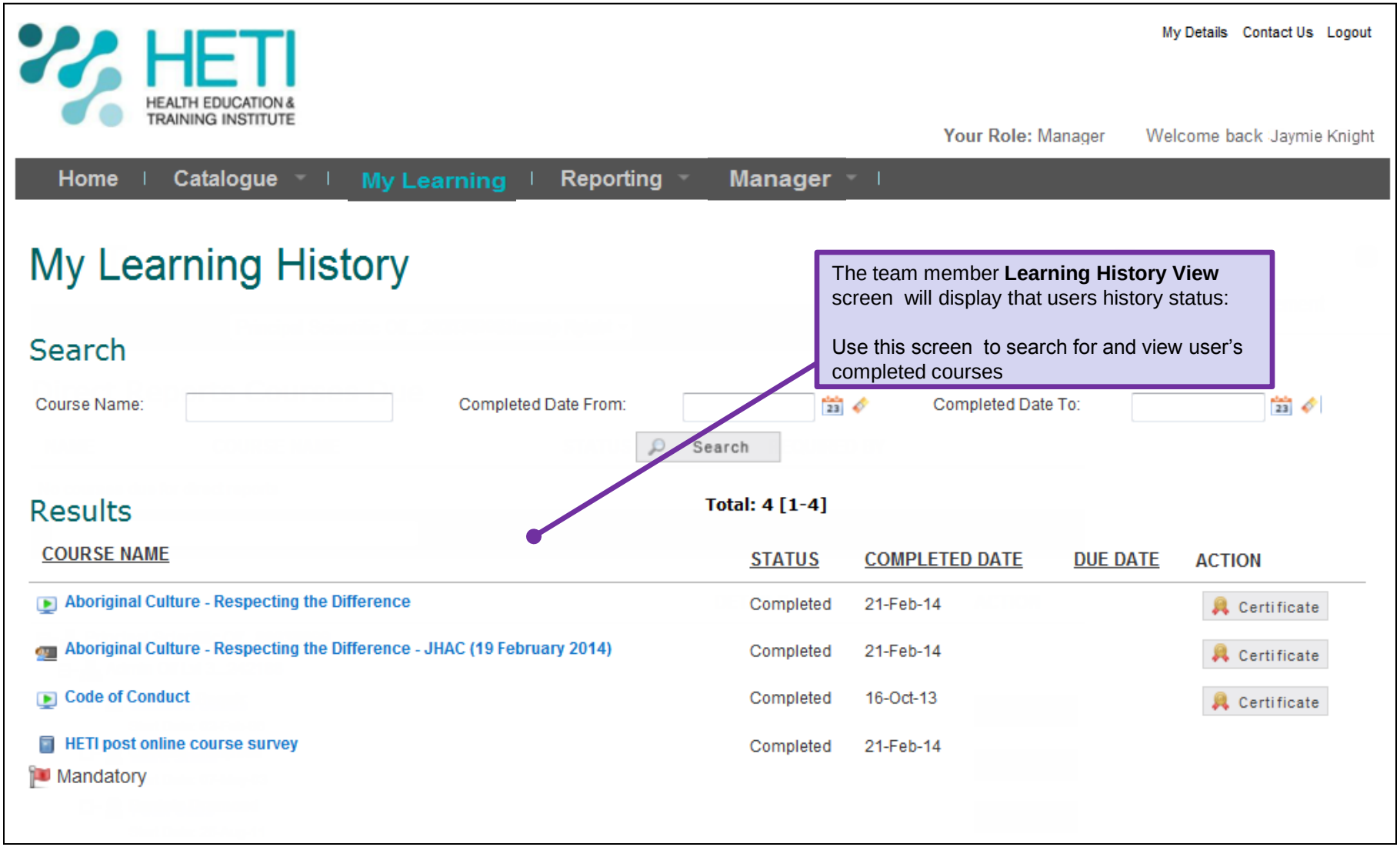
# HETI Online – Manager Interface

## Manager Tasks – View User Current Learning


HETI
HEALTH EDUCATION & TRAINING INSTITUTE
My Details Contact Us Logout
Your Role: Manager Welcome back Jaymie Knight
Home | Catalogue | My Learning | Reporting | Manager |
My Current Learning
Search
Name:
Show: All Mandatory Scheduled Online Learning Pathway Learning Track
Search
Results
Total: 2 [1-2]
NAME MANDATORY WHERE DUE DATE STATUS ACTION
iProcurement Basic (Supervisory staff) 01-Apr-14 0 / 1 Completed
Code of Conduct Completed 1 / 1 Completed Survey
The Current Learning screen will display that users current learning status.:
Use this screen to search for and view all incomplete, waitlisted and approval pending courses and pathways.

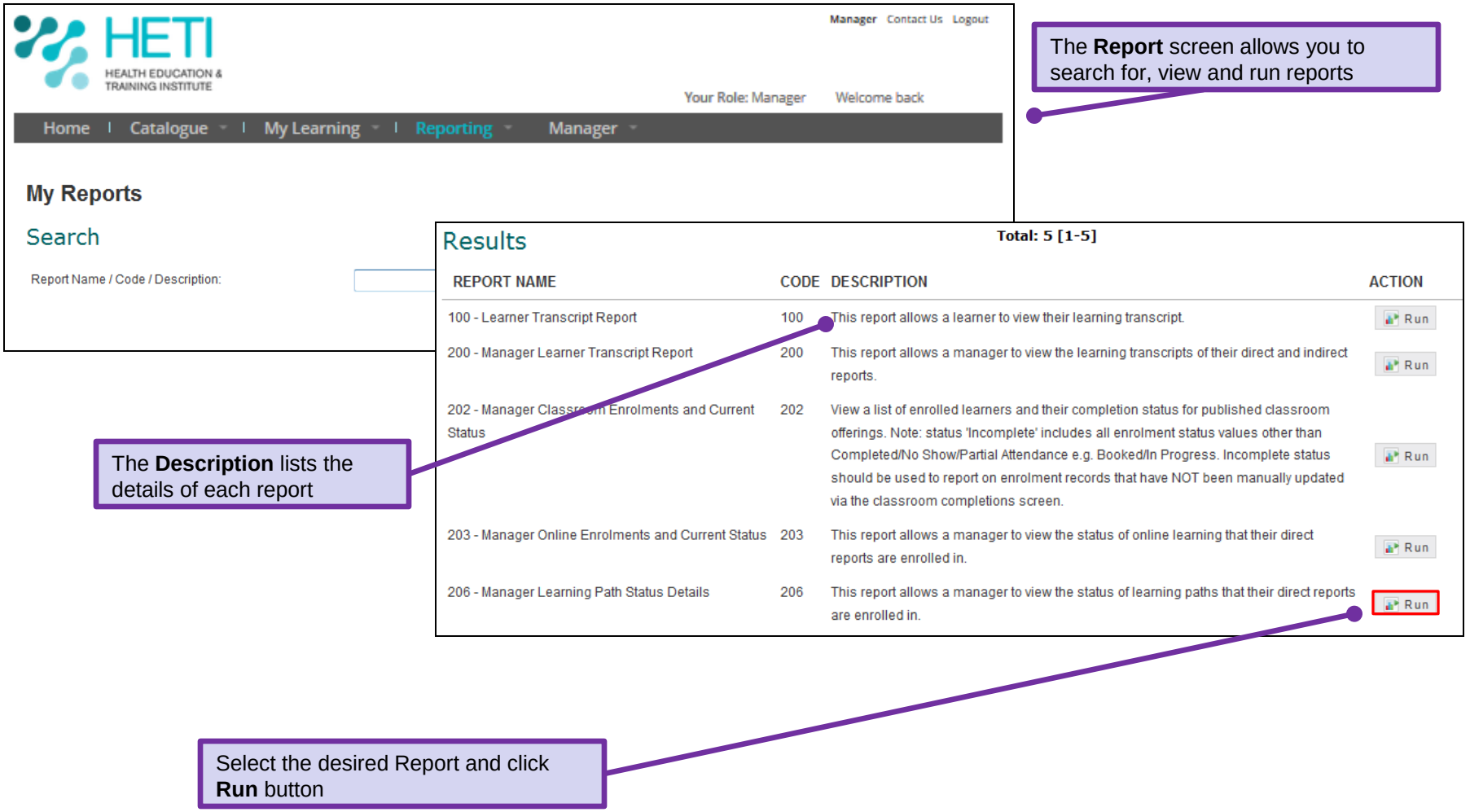
# HETI Online – Manager Interface

## Manager Tasks – View User Learning History



# HETI Online – Manager Interface

## Manager Tasks – Reports


HETI
HEALTH EDUCATION & TRAINING INSTITUTE
Manager Contact Us Logout
Your Role: Manager Welcome back
Home | Catalogue | My Learning | Reporting | Manager
My Reports
Search
Report Name / Code / Description:
Results
Total: 5 [1-5]
REPORT NAME
CODE
DESCRIPTION
ACTION
100 - Learner Transcript Report
100
This report allows a learner to view their learning transcript.
Run
200 - Manager Learner Transcript Report
200
This report allows a manager to view the learning transcripts of their direct and indirect reports.
Run
202 - Manager Classroom Enrolments and Current Status
202
View a list of enrolled learners and their completion status for published classroom offerings. Note: status 'Incomplete' includes all enrolment status values other than Completed/No Show/Partial Attendance e.g. Booked/In Progress. Incomplete status should be used to report on enrolment records that have NOT been manually updated via the classroom completions screen.
Run
203 - Manager Online Enrolments and Current Status
203
This report allows a manager to view the status of online learning that their direct reports are enrolled in.
Run
206 - Manager Learning Path Status Details
206
This report allows a manager to view the status of learning paths that their direct reports are enrolled in.
Run

The **Report** screen allows you to search for, view and run reports

The **Description** lists the details of each report

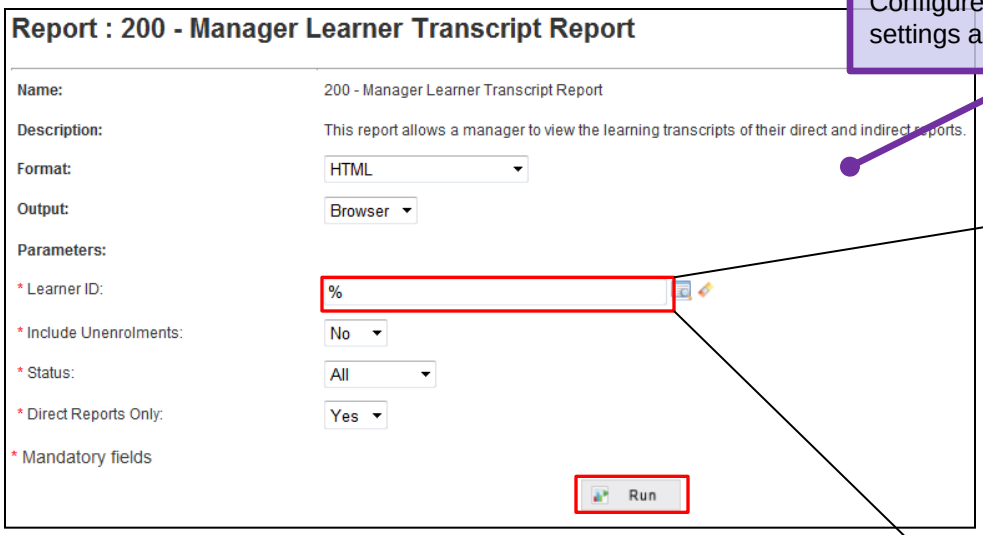
Select the desired Report and click **Run** button

# HETI Online – Manager Interface

## Manager Tasks – Reports:

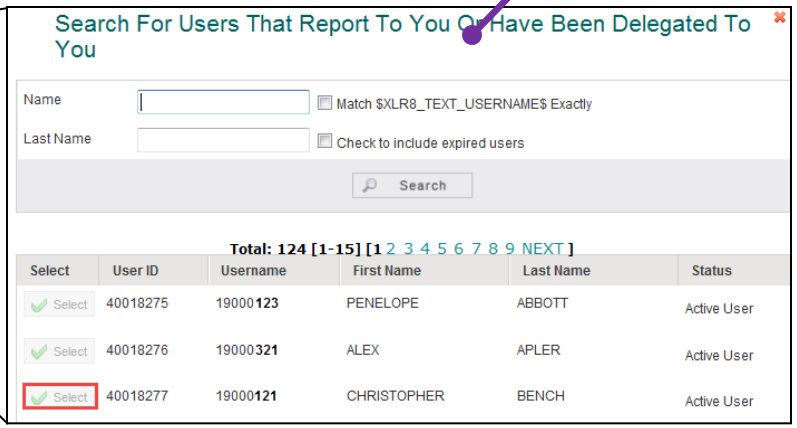
**Step 1:** The **Run Report** screens displays

Configure the reports settings as desired




**Step 2:** The Learner ID screen displays in a new window

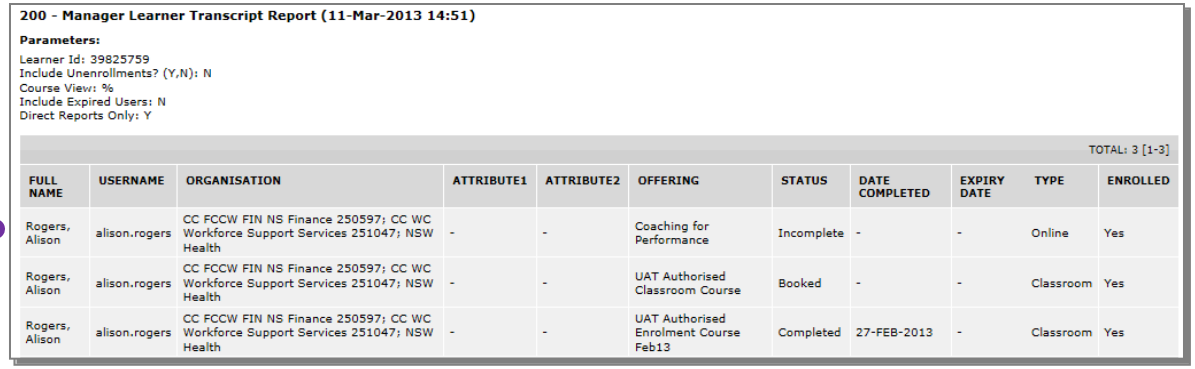
- Use this screen to locate the desired user
- The Results lists user who report to you


Search For Users That Report To You Or Have Been Delegated To You
Name
Match $XLR8_TEXT_USERNAME$ Exactly
Last Name
Check to include expired users
Search
Total: 124 [1-15] [1 2 3 4 5 6 7 8 9 NEXT ]
Select
User ID
Username
First Name
Last Name
Status
Select 40018275 19000123 PENELOPE ABBOTT Active User
Select 40018276 19000321 ALEX APLER Active User
Select 40018277 19000121 CHRISTOPHER BENCH Active User

**Step 3:** Once all the report settings are configured, click Run to generate the report

The **200 – Manager Learner Transcript Report** displays in a new window.

The report lists a transcript of the selected user's completed course


200 - Manager Learner Transcript Report (11-Mar-2013 14:51)
Parameters:
Learner Id: 39825759
Include Unenrollments? (Y,N): N
Course View: %
Include Expired Users: N
Direct Reports Only: Y
TOTAL: 3 [1-3]
FULL NAME
USERNAME
ORGANISATION
ATTRIBUTE1
ATTRIBUTE2
OFFERING
STATUS
DATE COMPLETED
EXPIRY DATE
TYPE
ENROLLED
Rogers, Alison alison.rogers CC FCCW FIN NS Finance 250597; CC WC Workforce Support Services 251047; NSW Health - - Coaching for Performance Incomplete - - Online Yes
Rogers, Alison alison.rogers CC FCCW FIN NS Finance 250597; CC WC Workforce Support Services 251047; NSW Health - - UAT Authorised Classroom Course Booked - - Classroom Yes
Rogers, Alison alison.rogers CC FCCW FIN NS Finance 250597; CC WC Workforce Support Services 251047; NSW Health - - UAT Authorised Enrolment Course Feb13 Completed 27-FEB-2013 - Classroom Yes

## Contact Us

**Please find below the contact information for your queries:**

**LOGIN RELATED QUERIES:**

**Please note:** your HETI Online login details are always the same as your StaffLink login details.

To access HETI Online you will have to use the following details:

User name = StaffLink login (StaffLink 8 digit Payroll id)

Password = StaffLink password

If you experience any difficulties in logging in please contact the State Wide Service Desk by calling 1300 28 55 33 and quote your issue with your StaffLink/HETI Online login details.

**EMPLOYEE DETAIL RELATED QUERIES:**

All the information in HETI Online is sourced from StaffLink and no changes can be made on the LMS. If any of your details are incorrect, please contact the State Wide Service Desk, your manager or your local StaffLink representative to make the necessary changes.

**LEARNING POLICY/PROCESS RELATED QUERIES:**

For any specific queries around **your** learning, please contact your Local Health District Learning Representative.

**COURSE RELATED QUERIES:**

**1) HETI STATEWIDE COURSES:**

For more information on HETI courses and programs, visit the HETI website. If you would like to provide feedback **in** regards to the HETI-courses or have suggestions, please email: hetionlinesupport@heti.nsw.gov.au

**2) LOCAL COURSES:**

For any issues with local courses, please contact your local Learning and Development representatives.

For any other issues, please contact the State Wide Service Desk at **1300 28 55 33**, to raise a request.

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